

PERFORMANCE MANAGEMENT

PERFORMANCE APPRAISALS

TOTAL ARMY PERFORMANCE EVALUATION SYSTEM (TAPES) **Army Regulation 690-400**

Plans should be in placed within the first 30 days from the beginning of each rating period.

Plans are to be reviewed and approved by the rating chain at least at the beginning of each rating period and any other time that expectations change significantly.

Performance plans are recorded on the Counseling Checklists, DA Form 7223-1 (Base System); on the Support Form, DA 7222-1 (Senior System)

Plans become effective on the day they are approved by the Senior Rater. If Senior Rater not used, then day they are approved by Rater.

PERFORMANCE APPRAISALS

Official Rating Chain. Each Ratee will have an identified rating chain consisting of at least a Rater and Senior Rater. An Intermediate Rater may also be used, but not required. If Senior Rater is used, the rating assigned to the employee must be reviewed by the Senior Rater.

Minimum Rating Period. Army's minimum rating period is 120 days. Ratee's cannot be rated until they perform under approved performance plans for at least 120 days. There is no time frame for supervisor's to be able to do a rating.

Written Performance Appraisals. Appraisal's with Overall Performance Ratings assigned will be completed and recorded on DA Form 7223 (Base System) and DA Form 7222 (Senior System). Two types of written evaluations; annual and special.

Ratings for Temporary Promotions and Details. Temporary promotions and details for 120 days or more require

PERFORMANCE APPRAISALS

Reconsideration Processes. Ratee's who are dissatisfied with their ratings cannot be resolved informally may request formal reconsideration. This formal request should be submitted in the form of a grievance IAW their collective bargaining agreement or through the administrative grievance procedure.

Needs Improvement. At any time during the rating period that the Ratee is determined to “Need Improvement” in one or more Responsibilities or Objectives, the Rater should notify the Ratee and consider providing assistance. At this time you should contact your CPAC for guidance on preparing a Performance Improvement Plan (PIP). You will need documentation to support the “Needs Improvement.”

PERFORMANCE APPRAISALS

Inability to Rate. When annual ratings cannot be prepared at the end of the rating cycles, rating periods are extended for the time necessary to meet the minimum 120-day requirement, at which time annual ratings will be prepared. You should formally notify the employee in a memo that their rating period is being extended and the reason why.

BASE SYSTEM

- **BASE LEVEL: GS-01- GS-08 and all WL and WG employees**
- **Forms Used:**
- **Support Form: DA 7223-1 (Base System Civilian Performance Counseling's Checklist Record). Must have a mid-point counseling.**
- **Rating Form: DA 7223 (Base System Civilian Evaluation Report)**
- **RATINGS DUE IN BIRTH MONTH.**
- **EXAMPLE: BIRTHDAY IS 01 JAN. RATING PERIOD WOULD BE 01 JAN 09 THRU 31 DEC 09, RATING DUE TO CPAC WITH SUPPORT FORM BY 31 JAN 10 TO BE INPUTTED INTO DCPDS.**

SENIOR SYSTEM

- **Senior System: GS/WS-09 - 12 and All GM/WS/GS - 13 and above.**
- **Forms Used:**
- **Support Form: DA 7222-1 (Senior System Civilian Evaluation Report Support Form). Employee must have a mid-point counseling.**
- **Rating Form: DA 7222 (Senior System Civilian Evaluation Report)**
- **RATING Periods . GM/GS/WS - 13 and above 1 Jul - 30 Jun.
GS/WS 9-12, 1 Nov - 31 Oct.**
- **Ratings due to CPAC with Support Form within 30 days of the ending date.**

NSPS RATINGS

- **Employees under NSPS will be transitioning back to GS. All employees will be back to GS by January 2012.**
- **Spiral 1 - CHRA - 9 May 10**
- **Spiral 2 - TRADOC - 23 May 10
CID Command**
- **Spiral 3 - MEDCOM - 20 Jun 10
(Certain positions only)**
- **Spiral 3 - IMCOM - 15 Aug 10**

NSPS RATINGS

- **Plans are still required to be in place.**
- **Plans must be approved by HLR.**
- **Time under approved NSPS plan will be included in the TAPES rating period.**
- **Closeout ratings are required if there is a change in rater, reassignment or promotion prior to the transition date.**